

Applicant and Applicant Agent Responsibilities

Applicant

- **Designate an Applicant Agent and Alternate Applicant Agent** – this may be done by resolution or with a letter from the organizational head (e.g. mayor, county administrator, chairman of the board, tribal chair)
- **Identify all small/large projects and prepare a list of them** – small projects are those less than \$63,200
- **Identify staff for each project to work with FEMA/State Representatives to prepare estimates**
- **Complete projects**
 - Force Account Labor – internal staff
 - Contract Labor –
 - must meet local, state, and federal contracting requirements
 - pay state prevailing wages
 - submit plans, specifications, and estimate (PS&E) to EMD for review – allow 14 working days for review and comment
 - submit bid tabulations to EMD for review and approval – allow 4 working days
 - verify that the contractor is not debarred or suspended
 - Document all costs – maintain original source documentation for all costs claimed

Applicant Agent or Alternate Applicant Agent

- **Serves as the primary point of contact for the applicant and EMD**
 - Receives all correspondence from EMD
 - Signs grant agreement and amendments (if applicable)
 - Signs the state disaster application
 - Signs all payment requests – *please use blue ink*
 - Submits all correspondence including time extensions, alternate project requests, improved project requests, and payment request letters
- **Coordinates with the State Public Assistance Coordinator to schedule and attend kick off meetings with financial and project personnel**
- **Tracks all projects**
 - Identifies all damage sites to EMD within 55 days of Kickoff Meeting
 - Shows EMD/FEMA Project Officer team damage
 - Compiles actual costs for work completed – equipment, material, and costs for force account or contract labor
 - Participates in developing project worksheet scopes of work
 - Reviews and approves or requests changes on project worksheet scopes of work
 - Ensures documentation of all costs are maintained (including administrative costs)
- **Submits payment requests** – sends EMD original signed A-19 invoice vouchers (signature in blue ink preferred)

- **Provides information on Quarterly Reports for large projects regarding costs to date, anticipated over/under runs, percentage of work completed, and estimated completion date** – report is due in January, April, July and October for preceding quarter
- **Requests improved or alternate project status within 12 months of disaster declaration date**
- **Submits written request for approval of plans, specifications, and estimates (PS&E) for large projects prior to contract advertisement** – 2 sets required for PS&E submission
- **Advises EMD of cost or schedule changes on large projects**
- **Submits bid tabs for concurrence prior to awarding contract**
- **Requests written approval of Change Orders prior to beginning that work**
- **Requests inspection of hidden damage found after project approval immediately upon discovery for FEMA/EMD concurrence**
- **Certifies completion of small projects (those under \$64,200) including date completed and total amount spent on the project** – Certification letter is due within 60 days of project completion
- **Certifies actual indirect administrative costs, maintains documentation to support**
- **Supplies complete property insurance policy with a schedule of covered property upon request** – Once the project is completed, the applicant is required to submit a Certificate of Insurance annually as proof of policy maintenance
- **Completes and forwards the Statement of Documentation (SOD) to EMD within 60 days of large project completion**
- **Requests time extensions as necessary at least 15 days prior to the expiration of approved completion date** – requests must include a description of the work remaining to be completed, a detailed timeline for completion of that work, and the circumstances beyond the applicant's control that have prevented the completion of the work within the designated time frame
- **Keeps all records for a minimum of six years from the date of the grant closure**

Please consult the *Washington State Public Assistance Manual* for further details on disaster grant management